

City of Riverside Planning and Building Department



LARGE FAMILY DAY CARE PERMIT (DCP)

DEFINITION (THIS PERMIT IS NOT REQUIRED FOR SMALL FAMILY DAY CARE HOMES)

“Day Care Home – Large Family” means a home that provides family day care for seven (7) to twelve (12) children, inclusive, including children under the age of ten (10) years who reside at the home and can go up to fourteen (14) children if all of the following conditions are met:

- (1) At least one (1) child is enrolled in and attending kindergarten or elementary school and a second child is at least six (6) years of age.
- (2) No more than three (3) infants are cared for during any time when more than twelve (12) children are being cared for.
- (3) The licensee notifies a parent that the facility is caring for two (2) additional school-age children and that there may be up to thirteen (13) or fourteen (14) children in the home at one time.
- (4) The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented (see California Health and Safety Code Section 1596.78 b and Section 1597.465).

FILING REQUIREMENTS FOR A LARGE FAMILY DAY CARE PERMIT

1. Completed Application form.
2. Copy of License Application submitted to Community Care Licensing.
3. Complete description of the proposal. The written description should include, as appropriate:
 - a. Details on the proposal (What do you want to do)
 - b. Days and time of operation
 - c. Number of infant/ toddlers you provide care for
 - d. Number of preschoolers you provide care for
 - e. Number of school age children you provide care for
 - f. Number of day care providers you have on staff
 - g. Schedule of daily activities (i.e. breakfast, lunch, naps, inside and outside play times, etc)
 - h. Drop-off/pick-up schedule (approximate times the majority of drop-offs/pick-ups occur)
4. Two copies of a site plan on 8 ½ x 11-inch paper drawn to scale. The site plan should include, as appropriate:
 - a. Boundaries of the property, with all dimensions, and square footage of the lot.
 - b. Location of the existing residence, detached structures, walls, fences, driveway(s), and walkways.
 - c. Location of the proposed outdoor play area(s) properly dimensioned.
 - d. Location of the proposed drop-off/pick-up area and dimensions from all property lines.
 - e. Location of off-street parking and measurements from all closest property lines.
 - f. Centerline of existing street(s) abutting the subject property.
5. Submit completed Required Agency Authorization Sheet

FEES

Large Family Day Care Permit	\$198.00
- Includes Notice (The City notifies property owners within 100 ft. radius)	
Appeal by applicant	\$220.00
Appeal by non-applicant	\$0.00

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LARGE FAMILY DAY CARE PERMIT (DCP) APPLICATION

Project Information (Print or Type)

Description of Project: _____

Location of Project: _____

Name of Proposed Project: _____

Legal Owner Information:(If other than applicant)

Printed Name: _____

Mailing Address: _____

Daytime Phone Number:(_ _) _____ Facsimile:(_ _) _____ E-Mail Address: _____

Signature:

(Only required if proposal is for 13 or 14 children.)

Date:

Applicant Information: (If other than legal owner)

Printed Name: _____

Mailing Address: _____

Daytime Phone Number:(_ _) _____ Facsimile:(_ _) _____ E-Mail Address: _____

Signature:

Date

THIS SECTION TO BE COMPLETED BY STAFF

Filing Fee: _____ Cash: _____ Check #: _____ Credit Card: _____

Receipt Number: _____ Received by (Initials): _____ Date: _____ Filing Deadline: _____

Type of Case: _____ Project Development Activity# _____ TEAM: N ☐ S ☐ C ☐

For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (951) 826-5371, Facsimile (951) 826-5622

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LARGE FAMILY DAY CARE PERMIT (DCP)

REQUIRED AGENCIES AUTHORIZATION

Business Tax Division

City Hall
3900 Main Street, First Floor
Riverside, CA 92522
(951) 826-5465

Signature: _____ Issuance Date: _____

Business Tax License #: _____

Comments: _____

Fire Department

3420 Mission Inn Ave.
Riverside, CA 92501
(951) 826-5321

Fire Marshall's Signature: _____ Date Approved: _____

Comments: _____

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LARGE FAMILY DAY CARE PERMIT (DCP)

LARGE FAMILY DAY CARE HOMES - CRITERIA

Operational & Locational

1. The large family day care home must be the residence of the provider.
2. The large family day care use must be clearly incidental and secondary to the use of the property for residential purposes.
3. Properties used for large family day care homes shall not be located closer than three-hundred (300) feet from any other large family day care home as measured from any point upon the outside walls of the residence containing the business and the nearest property line of the residential property operating another large family day care home.
4. Hours of operation shall be less than 24 hours per day.
5. The large family day care home shall comply with all municipal and State laws and regulations regarding single family residences and large family day care homes.
6. Noise will be maintained in compliance with Title 7 (Noise Control) of the Municipal Code.
7. The provider shall comply with all applicable regulations of the City's Fire Department regarding health and safety requirements as they relate to family day care homes and shall contain a fire extinguisher and smoke detector device that meet standards established by the State Fire Marshall (California Health and Safety Code Section 1597.45 d and Section 1597.46 d).
8. All Department of Social Services Community Care licensing standards shall be met. The provider shall keep all State licenses or permits valid and current.
9. The applicant for a large family day care home permit shall provide evidence of payment of the City Business Tax.
10. Variances to #3 above only may be granted pursuant to Chapter 19.64.

Developmental

11. The large family day care home shall be maintained to retain the appearance of a home consistent with the general character of the neighborhood.
12. Residences fronting on, or taking access from a 4-lane street (as shown on the General Plan Circulation Map), shall provide at least one paved drop-off/pick-up area designed with on-site parking and maneuvering area to allow vehicles to drop-off/pick-up children and exit the site without backing out onto a 4-lane street per Planning and Public Works Departments' approval.

13. For residences not fronting on, or taking access from a 4-lane street, drop-off/pick-up of children from vehicles shall only be permitted on the driveway, approved parking area or directly in front of the residence. The drop-off/pick-up area shall be conveniently located in an area providing safe access to the home and not in conflict with adjoining residences.
14. The large family day care home shall provide, at least, one off-street parking space per employee of driving age not living in the home. The residential driveway approach is acceptable for this parking requirement if the parking space will not conflict with any required child drop-off/pick-up area, and does not block the public sidewalk or right-of-way.
15. An outdoor play area which satisfies the requirements of the State Community Care Licensing Division shall be provided in compliance with the City's Zoning regulations.
16. No variances to items 11 through 16 may be granted.

The City shall provide notification to the neighbors within 100-feet no less than ten (10) days prior to the date of permit issuance. A large family day care permit cannot be denied administratively by the Zoning Administrator if all restrictions and requirements are met. Prior to permit issuance an applicant or other affected person(s) could request a hearing. The hearing will be before the City Planning Commission (CPC). Based on the evidence and testimony at the hearing, the CPC may approve, conditionally approve or deny the permit. The decision of the Planning Commission may be appealed to the City Council pursuant to 19.64.160.